
Title: SEED Policy on External Doctoral Supervision

Date: October 2016

Circulation: February 2017

Author: James Walker/Monique Brown

1. Introduction

The University of Manchester considers the supervisory process to play a vital role in the quality of education for its doctoral students. Consequently, the University places a high priority on ensuring that supervisors are able to carry out their role effectively.

The University recognises that there are certain circumstances where there are valid reasons for contributions to the supervision of a doctoral student to take place externally. This may be due to a supervisor leaving the University to go to another institution during a student's programme and there being a need for continuity, or, in rarer circumstances, the need to appoint an external supervisor with specialist knowledge for a short period of time to enhance a student's experience. In such cases, a formal *Agreement* will be drawn up which sets out the School's expectations around this external provision.

This School policy incorporates the principles of, and is supplementary to, the University's *Agreement and Obligations on [Appointing an External Supervisor](#)* and the Faculty of Humanities' *[Policy on Payment of External Supervisors](#)*.

2. Supervision in SEED

The default position in SEED is that primary doctoral supervision should be provided from suitably qualified academic staff within its own disciplines, and when academically appropriate co-supervisors may be appointed from elsewhere within the University.

There will be exceptions to this, for example when a student is co-supervised from another University as part of a collaborative agreement (e.g. ESRC funding), where an industrial supervisor is appointed upon admission to the degree or a student is approved to be registered under the University's *Policy for Split-Site PhD Arrangements*. This policy also excludes supervision arrangements with those holding honorary appointments.

3. Appointment of External Supervisors

External supervisors will normally be appointed when a student is admitted to the degree programme and thus will already have been through the formal approval process within the discipline. There will be occasions upon where main supervisors leave the employment of the University. In accordance with the above, the default position of the School will be to reallocate supervision to another member of academic staff within one of SEED's disciplines aligned to the student's research area.

NAME (please print):

SIGNATURE:

DATE:

EXTERNAL SUPERVISOR'S EMPLOYER (if employed):

NAME (please print):

COMPANY:

SIGNATURE:

DATE:

Where it is not possible to reallocate from within the School special consideration will be given to keeping the current main supervisor as part of the supervisory team. In line with Faculty policy this will only ever be as a co-supervisor. Approval within the School will be part of the special permissions process and will require the ultimate sign-off of the School's Director of Postgraduate Research.

It is expected that co-supervisors who leave the employment of the University will always be replaced from within the School.

4. Approval Process

Approval of external supervisors during the course of a student's degree programme is considered by the School to be a special permission and as such the *SEED Application and Agreement for External Supervision* pro forma should be completed by the relevant Discipline Coordinator and Head of Discipline indicating why a substitute supervisor cannot be appointed from within the School.

When assessing the application, the Director of Postgraduate Research will consider the following:

- a. The completion rate record of the proposed external supervisor;
- b. The student's current stage of progression in their degree;
- c. Any other material factors in the circumstances around the supervisor leaving the employment of the University.

The Agreement should stipulate the 'split' of supervision (i.e. 60:40; 80:20). In all approved cases this will equate to less than 50% of the overall contribution. A 60:40 split (Manchester: external) will be the maximum contribution received from an external supervisor.

5. Payment

An external supervisor will receive the following fee: £1,000 x supervisor percentage split % (e.g. 30% supervision = 1,000 x 30% = £300).

The arrangement will normally be approved only for the student's final year of their programme or for the submission pending period. Any form of interruption or extension stops payment, and no fee is payable for the supervision of post-viva corrections.

Payment schedules to external supervisors will be made following the Annual Review milestone each year, and only where the obligations set out in the Agreement have been met.

- f. Unless otherwise agreed, assign any IP produced through co-supervisor duties to the University.
- g. Maintain confidentiality in relation to research work undertaken by the student and not disclose to any person either during or at any time after the supervision period any confidential information about matters that have come to the External Supervisor's knowledge as a result of carrying out the role as an External Supervisor.
- h. Return any University property in the External Supervisor's possession and any original or copy documents obtained by the External Supervisor in the course of supervising the student at any time on request and in any event at the end of the period of supervision.
- i. Consent to the University holding and processing, both electronically and manually, the data that it collects about the External Supervisor, in the course of the period of supervision, for the purposes of the administration and management of the University's relationship with the External Supervisor and for compliance with applicable laws, procedures and regulations.

2. The University of Manchester agrees the following:

- a. The University agrees to keep the External Supervisor appropriately informed about any matters relating to the doctoral degree, the supervisory team and the student.
- b. The University agrees to inform any funding bodies or sponsors of any external supervision arrangements as may be required.
- c. In return for the External Supervisor complying with his/her obligations above, the University may pay the External Supervisor a fee of up to £1000. (*See Section 5. SEED Policy on External Doctoral Supervision*). Any financial agreement should be approved by the Head of School, the appropriate PGR Director and the external supervisor.

3. Period of agreement

- a. This Agreement is for a fixed period of 12 months and will automatically terminate on End Date unless terminated earlier in accordance with the provisions of this Agreement.
- b. If the External Supervisor no longer wishes to carry out supervisory duties the External Supervisor may terminate the Agreement at any time by giving the University 3 months' notice in writing to the appropriate Faculty/School graduate office.
- c. The University may terminate this Agreement by giving the External Supervisor four weeks' notice in writing.
- d. The University may terminate the Agreement without notice if the University considers that the External Supervisor is guilty of gross misconduct, gross negligence or gross incompetence.
- e. If the Student Expected End Date is on a date after the End Date, the University may enter into a new Agreement with the External Supervisor subject to the satisfactory progression of the student and the agreement of the External Supervisor to the terms of such Agreement.

AUTHORISATION AND SIGNATURES

UNIVERSITY OF MANCHESTER

NAME (please print):

SIGNATURE:

DATE:

EXTERNAL SUPERVISOR

STUDENT DETAILS

NAME:	
SCHOOL/FACULTY:	
MAIN SUPERVISOR:	
OTHER SUPERVISORS:(if applicable)	
RESEARCH TITLE:	
STUDENT EXPECTED END DATE:	
YEAR OF STUDY:	

TERMS AND CONDITIONS OF AGREEMENT

1. The External Supervisor agrees to:

- a. Provide evidence of appropriate qualifications and relevant experience to enable supervision of the student's research work. The external supervisor should attach a copy of an up-to-date CV. This evidence must be the documentation used by the School to select the External Supervisor.
- b. Assist in the doctoral supervision¹ of the above named student for the duration of his/her candidacy, and where circumstances prevent further supervision, promptly advise the main supervisor and complete a notice period of at least three months. This includes full engagement with the eProg system, access to which will be arranged through the Faculty/School Graduate office.
- c. Fully comply with the University of Manchester's Code of Practice for Postgraduate Research Degrees and all other University policies and regulations which relate to the doctoral degree. This includes, but is not limited to, the Supervision policy, and the Intellectual Property policy:

Code of Practice for Postgraduate Research Degrees

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/>

Supervision Policy

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/supervision/>

Intellectual Property Policy

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/intellectualproperty/>

All University of Manchester Graduate Education policy documents

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/>

- d. Confer with the student's main supervisor on a regular basis on dates to be agreed. Outside of this schedule, to promptly consult on any matters affecting the student's quality of work or progress.
- e. Confirm that their employer (if the External Supervisor is employed) is aware of and has agreed to the supervision duties outlined and the terms of this agreement. If supervision impacts on paid work time, the External Supervisor's employer is required to confirm their consent.

¹ Full details of the responsibilities of a Supervisor at the University of Manchester can be found in the Supervision Policy: <http://documents.manchester.ac.uk/display.aspx?DocID=615>

WILL THE STUDENT SUBMIT DURING THE TIME-FRAME FOR WHICH EXTERNAL SUPERVISION IS BEING REQUESTED?	
WHAT SUPERVISION PLANS ARE IN PLACE IF THE STUDENT DOES NOT SUBMIT IN THIS TIME-FRAME?	
WHAT PERCENTAGE OF SUPERVISION IS REQUIRED?	

EXTERNAL SUPERVISOR DETAILS

NAME:	
ADDRESS:	
TELEPHONE:	
DATE OF BIRTH:	
LAST KNOWN STAFF ID N ^o :	
EMAIL:	
EMPLOYER NAME AND ADDRESS: (if applicable)	
START DATE:	
END DATE:	
ANNUAL FEE : <i>Refer to Section 5. In SEED Policy on External Doctoral Supervision</i>	

School of Environment, Education and Development

Agreement on Doctoral External Supervision

This School pro forma incorporates the principles of, and is supplementary to, the University's *Agreement and Obligations on Appointing an External Supervisor* and the Faculty of Humanities' *Policy on Payment of External Supervisors*.

The University recognises that in certain circumstances, there may be valid reasons why it may be in the best interest of the student and the University to use external supervisors to complement the supervisory team.

The default position in SEED is that primary doctoral supervision should be provided from suitably qualified academic staff within its own disciplines, and when academically appropriate co-supervisors may be appointed from elsewhere within the University.

There will be exceptions to this, for example when a student is co-supervised from another University as part of a collaborative agreement (e.g. ESRC funding), where an industrial supervisor is appointed upon admission to the degree or a student is approved to be registered under the University's Policy for Split-Site PhD Arrangements. This policy also excludes supervision arrangements with those holding honorary appointments.

The purpose of this agreement is to ensure that the interests of the student, the University and the external supervisor continuing in their capacity as part of the Supervisory team are adequately protected.

The following agreement will be retained by the School.

DISCIPLINE COORDINATOR DETAILS

NAME:	
DISCIPLINE:	
PLEASE INDICATE WHY EXTERNAL SUPERVISION IS NECESSARY FOR THIS STUDENT?	
HAVE ALL OPTIONS FOR REPLACEMENT INTERNAL SUPERVISION BEEN EXHAUSTED?	